



## Capital Projects Division Manager

**Department:** General Services

**EEO Code:** 21

**Class Code:** 2443

**FLSA:** E

**Effective:** 01/05/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under direction; performs work of unusual difficulty in planning, directing and coordinating construction projects to ensure that goals and objectives of project are accomplished within prescribed time frames and funding parameters; and performs other work as required

### **SPECIFIC STATEMENT OF DUTIES:**

Participates in planning of long range Capital Improvements; Communicates the County's needs to architect and engineering consultants; reviews consultant's plans and other contract documents; supervises the preparation of bid documents and cost estimates; administers bid openings; schedules plan review meetings with concerned departments and coordinates the review and approval of plans; ensures that all new construction plans meet local, state and federal regulations; meets with architects/engineers to review necessary changes; conducts pre-construction meetings with contractors, utility companies and other County departments to discuss scheduling and coordination of work; ensures that all necessary applicable permits are obtained; performs construction inspection of project and makes field engineering changes in design as necessary to resolve conflicts; approves change orders and costs for extra work beyond the original contract; establishes and provides financial control over projects; prepares a variety of reports; provides technical assistance to the Director of General Services and the County Administrator's office as required; maintains a variety of files and specifications on County projects; attends meetings, seminars and makes presentations; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of engineering, architectural, and construction principles, practices and procedures as applied to a variety of structures; of engineering and construction contract processes, provisions and procedures of implementation; of modern supervisory principles.

Considerable skill in effectively negotiating with officials in the construction industry and public agencies; in analyzing proposed contract modifications; in communicating effectively, both orally and in writing; in reading, interpreting and evaluating complex technical drawings, plans, specifications, and contracts related to the design and construction of building projects. Ability to perform the physical requirements necessary to inspect a construction project.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a baccalaureate degree in engineering, construction management or related field and five years of experience in managing large scale construction projects.

### **ADDITIONAL REQUIREMENTS:**

Valid vehicle operator's license.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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